



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

March 1, 2006

WEST VIRGINIA BULLETIN NO: WV250-6-3

SUBJECT: FNM-Program Payments

Purpose: To clarify how the different program payments should be handled.

Expiration Date: September 30, 2006.

The Financial Management Staff has received several payments lately with missing, incomplete or non original documentation. To assist the Financial Management staff in processing the payments to your clients faster, please observe the following guidelines.

For all 2001 and 2002 AMA and SWCA payment requests, the original CCC-1245 and receipts must be received by Diana Doerr at the State Office. She must have the CCC-1245, the Summary of Itemized Cost form and any receipts. FSA will not accept a FAX signature on a payment request

For all WHIP payment requests for contracts between 1997 and 2003, the original documents must be sent to Nikki Moody at the State Office. The following is required for these WHIP payments:

- AD-1161 "Application for Payment" form with original signatures in Blocks 12 (landowner), 13 (FSA), and 14 (DC).
- WV-120-31 "Summary of Itemized Costs" form
- All Invoices
- SF-1199A – Direct Deposit Form

Again, no fax copies are acceptable for these payments.

All EQUIP, AMA, WHIP, and CSP payments in ProTracts should be faxed to Financial Management at 304-284-4834. This FAX number is separate from the main Fax number for the State Office. Please remember not to approve the payment before the landowner has signed the CCC-1245. The following is required for all payments in ProTracts

- Copy of the Direct Deposit Form (SF-1199A)
- Copy of the CCC-1200 (only the page the landowner signed)
- Copy of the CCC-1245 for each completed item (only the copy the landowner signed)
- Copy of the Summary of Itemized Cost form and receipts if applicable.
- If a Power of Attorney signed the documents we need a copy of the Power of Attorney

Since the official file for EQIP is at the Field Office, the Field Office staff will keep the original forms in the FO contract folder. We will accept fax copies of these payments.

If you have any questions, please contact Financial Management.

/s/

RONALD L. HILLIARD
State Conservationist

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